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D/IR Weekly
Summary
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Executive Assistant to LEC

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NO CHANGE in Class. ☐

Director of Training

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Weekly Summary Report

Auth: [redacted]

Date: 30/01/78 BY: 008

1. A staff study was prepared and submitted to the DDCI recommending a system whereby Agency language and area training requirements can be met on a planned and orderly basis. With respect to Agency language requirements for FY-55, excluding the Russian language, the Office of Training has made arrangements to meet 222 out of 297 requirements for part-time training in 31 languages and 22 out of 44 requirements for full-time training in 10 languages. Of those requirements which have not been met to date, action has been taken to obtain the final schedules of additional language training centers in order that Agency personnel can be enrolled in them.

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Three to five students will participate in each class which will be given four times consecutively for a period of approximately four months each. Three Agency personnel have recently been admitted to full-time language training courses at the National Security Agency, one each in Russian, Hungarian and Arabic.

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3. With the concurrence of the Assistant Director for Personnel and the Chief, Medical Office, a revised procedure has been adopted under which all prospective Junior Officer Trainees will undergo a pre-employment physical examination. This will eliminate the expense of security investigations and personnel processing in the cases of candidates who would be rejected later for failure to satisfy the high medical standards applicable to Junior Officer Trainees.

4. During the period of this report members of the Office of Training delivered a lecture on Communist Doctrine at the Foreign Service Institute and a lecture on the Mission, Scope and Responsibilities of CIA at the Strategic Intelligence School.

5. At the request of the Chief, Joint Subsidiary Plans Division (JSPD), Joint Staff, the Office of Training has developed a familiarization course to be presented to military personnel of

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the Joint Staff and others who may be engaged in planning for the use of clandestine forces in support of military operations. The course outline met with the approval of the Chief, JSPD, and the starting date has been set tentatively for early in December. This action was coordinated through the Office of the Chief, Plans and Programs Coordination Staff, DD/P.

6. Office of Training efforts to support the planning for the 1957 Operational Plan and for the development [REDACTED]

[REDACTED] have resulted in an inventory of OTR assets in terms of the tasks assigned the Agency under NSC 5412. It is significant to note that for each task assigned, the Office of Training is currently offering courses or groups of courses which cover the entire field with the possible exception of maritime operations. With its existing facilities, OTR capacities are 52% greater than the work load placed on these facilities to date by the operating offices.

7. The Office of Training has completed a handbook of special instructions to accompany all Fitness Reports to be used by the Agency. Questionnaires to accompany the first 1,500 Fitness Reports have also been prepared and submitted to the Assistant Director for Personnel for use within the Agency.

8. The Office of Collection and Dissemination is exploring OTR facilities in the field of testing and assessing personnel in order to determine the usefulness of such a program for OCD.

9. Final preparations to offer the War Plans Staff Officers Course are nearing completion. At its last meeting, the planning group, which meets under the chairmanship of the Administration Staff, DD/P, expressed the unanimous view that all planning officers in the Agency should be required to take this course. Selected elements of Phase II will be required as a prerequisite and the course will be offered on a full-time basis for three weeks.

[REDACTED]

for MATTHEW HAIND

MB:ep (8/24/54)

cc: DD/P
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AD (Commo)

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